



**Education Welfare Officer**  
Barnet Education & Learning Service (BELS)

**Closing date: 14<sup>th</sup> July 2022**

**Ref: BELS/1114**

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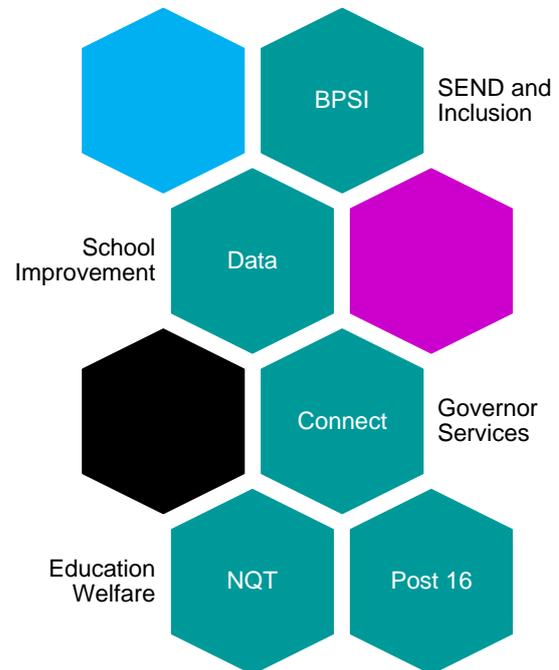


## Welcome to Barnet Education & Learning Service (BELS)

### Our Services

<https://www.bels.org.uk/>

Barnet Education & Learning Service (BELS) is a local authority controlled company which is responsible for providing the Council's Education & Skills service to Barnet schools.



### Useful Terms and Conditions

BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's. Staff who join and want to contribute to a Pension Scheme will become members of AVIVA – the Pension provider for BELS. Staff can contribute 4.5% of their salary into the Scheme and BELS will match this. There is also an option of increasing contributions to 7% with BELS also contributing at this rate. Contributions higher than this will not be matched by BELS.

As BELS is not a Local Authority, the company does not come under the Modification Order and therefore does not recognise continuous service of employment from other Local Authorities/schools. Your continuous service will start on the date you join the organisation.

Your annual leave is based on the grade and years of continuous service. Upon their start, employees will be entitled to 26 days plus 8 Bank holidays per annum – pro-rated for part-timers and this would increase with service.

It is a standard practice that prospective employees are offered the starting point of the pay scale and expect that staff would progress through the spine points on an annual basis. However, if there is a strong case to pay above the minimum of the scale, the Senior Management Team would consider the case.



## Letter to applicants

June 2022

Department: Education Welfare Team  
Contact Officer: Lauren Jefferson  
Telephone: 0208 359 3109

Dear Applicant,

### Post: Education Welfare Officer (Part-time 3 days – 21.6 hours- Term Time Only)

Thank you for the interest you have shown in the above opportunity.

This Information Job Pack gives a full explanation of the job and working for Barnet Education and Learning Service (BELS), which I hope will encourage you to apply for the post.

To apply for this post, please visit [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs). If you need assistance, please email HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting job reference **BELS/1114**.

**The closing date for applications is 14<sup>th</sup> July 2022.**

Interviews will be held on **22<sup>nd</sup> July 2022**

If you would like to discuss this position on an informal basis, please contact me on **0208 359 3109**

I look forward to receiving an application from you.

Yours faithfully



**Lauren Jefferson**  
Education Welfare Team Manager



## Advert

**Job Title: Education Welfare Officer**  
**Contract Type: Part time (21.6 hrs)- Term Time Only**  
**Salary SCP: 24 – 28; £31,590 - £ 34,809 per annum pro-rata**  
**Actual Salary: £16,303 - £17,965 plus Essential Car User Allowance**

Barnet Education and Learning Service is a company wholly-owned by Barnet Council, delivering the Council's education services to schools, children and young people.

An exciting opportunity to work with schools and families to maximise school attendance for the benefit of children and their future success. You will provide a traded service to schools and be able to communicate effectively with parents and professionals to resolve issues affecting children's access to education.

You will be purposeful in identifying and resolving problems and providing challenge where necessary. You will be confident about pursuing legal sanctions and acting as a witness in the event of proceedings.

Previous experience of working with children, young people and their families is required, preferably, but not exclusively, within an educational setting. You will need to be enthusiastic, committed to the values of education and be able to organise your work efficiently and effectively. Full supervision and training will be provided.

This post carries an essential car user's allowance. You will therefore need to have a full, valid UK/European driving licence and daily use of a vehicle.

Barnet Education and Learning Service is flexible in recruitment for applicants that are either part-time or full time.

For an informal discussion about the post please contact **Lauren Jefferson, Education Welfare Team Manager, 020 8359 3109.**

Closing date for applications: Midnight – Thursday 14<sup>th</sup> July 2022

***We value diversity.***



## Job Description

### JOB DESCRIPTION

<b>1.</b>	<b>Service:</b>	<b>Barnet Education and Learning Service</b>
	<b>Location:</b>	<b>Colindale Offices</b>
	<b>Job Title:</b>	<b>Education Welfare Officer</b>
	<b>Grade:</b>	<b>SCP 24-28</b>
	<b>Post No:</b>	

### 2.0 REPORTING ARRANGEMENTS

2.1 Reports to the Senior Education Welfare Officer.

### 3.0 CONTEXT AND PURPOSE OF JOB

3.1 The essential purpose of the position is the promotion of good school attendance, supporting schools in dealing with for poor attendance according to the level of support purchased.

3.2 Managing the flow of work and frequency of visits in accordance with the schools' contract with us and responding to the requirements of individual schools and their needs.

3.3 Ensure that schools receive a dedicated service focused on their needs such that feedback is positive

### 4.0 PRINCIPAL ACCOUNTABILITIES

#### 4.1 WORK WITH SCHOOLS

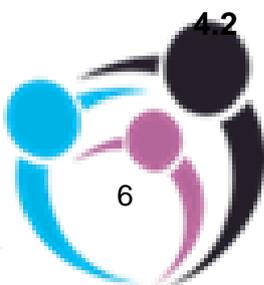
4.1.1 Advise the schools on strategies to promote the regular and punctual attendance of all pupils and assist with implementation of those strategies.

4.1.2 Advise the school on systems, which monitor attendance and punctuality and assist with the maintenance of such systems.

4.1.3 Identify groups of pupils who may benefit from early intervention and deliver appropriate sessions of work.

4.1.4 Undertake casework with families to challenge and support them.

#### 4.2 WORK WITH FAMILIES



- 4.2.1 Assess the circumstances leading to poor school attendance.
- 4.2.2 Guide and challenge parents in a timely manner.
- 4.2.3 Plan action with the child, family and school, involving specialist agencies if necessary, aimed at re-establishing regular attendance.
- 4.2.4 Support the child and family in reviewing strategies within the home that can re-establish school attendance.

### **4.3 WORK WITH MULTI-AGENCY SAFEGUARDING HUB (MASH)**

- 4.3.1 Provide education advice and support to the MASH, the borough's central point for processing safeguarding concerns.

### **5.0 WORK WITH OTHER SERVICES AND AGENCIES, INCLUDING CHILD PROTECTION WORK ON BEHALF OF SCHOOLS.**

- 5.1 Attend and contribute to multi-agency meetings and child protection case conferences when appropriate.
- 5.2 Be familiar with child protection procedures and give advice to head teachers and school staff.
- 5.3 Liaise with the Specialist Education Welfare Officers for Looked After Children and Children Missing from Education.
- 5.4 Work together with Social Workers and staff from health and other agencies to provide a service to families with children experiencing difficulties with their attendance at school.

### **6.0 WRITTEN AND ADMINISTRATIVE WORK**

- 6.1 Keep accurate and confidential files.
- 6.2 Undertake correspondence.
- 6.3 Prepare detailed reports for the Magistrates' and Family Courts and for other purposes, by making use of available systems.

### **7.0 LEGAL FRAMEWORK**



- 7.1 With support from the Courts' Officer, provide evidence for legal proceedings under the Education Act 1996 against parents to fail to ensure their children's regular attendance at school.
- 7.2 Provide reports so that the Local Authority can apply to the Family Proceedings Court under the Children Act 1989 for Education Supervision Orders in respect of children who are failing to attend school regularly

## **8.0 SUPERVISION, TRAINING AND DEVELOPMENT**

- 8.1 Prepare for and take part in regular supervision sessions with a senior colleague to ensure effective performance management, as incorporated in the Education Welfare Team Plan.
- 8.2 Attend Whole Service Meetings for the purposes of monitoring, evaluating, and disseminating good practice.
- 8.3 Take part in identified training days.

## **9.0 PROMOTION OF CORPORATE VALUES**

- 9.1 Ensure standards of customer care are met in accordance with the Council's Statement of Values. Be aware of the Corporate Plan and how it affects the section.
- 9.2 Ensure that a high level of confidentiality is maintained in all aspects of work.

## **10.0 FLEXIBILITY**

- 10.1 In order to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

## **11.0 OPERATIONAL REQUIREMENTS**

- 11.1 There is an expectation that all staff in the Education Welfare Team will be available for work during school term times. Apart from occasional days, with the agreement of the Education Welfare Team Manager, the Education Welfare Officer will be expected to take Annual Leave during school holiday times.

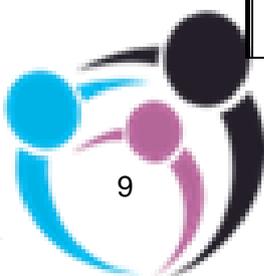


## Person Specification

### PERSON SPECIFICATION

<b>Service:</b>	<b>Barnet Education and Learning Service</b>
<b>Location:</b>	<b>Colindale Offices</b>
<b>Job Title:</b>	<b>Education Welfare Officer</b>
<b>Grade:</b>	<b>SCP 24-28</b>
<b>Reports to:</b>	<b>Senior Education Welfare Officer</b>

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
<b>Experience relevant To post</b>	E	Experience of working with young people	A/I
	E	Experience and understanding of the education system	A/I
	D	Experience and understanding of local government and other public services as they relate to children and families	A/I
<b>Competencies and Special aptitudes</b>	E	Good interpersonal, oral communication skills.	A/I
	E	Interviewing, assessment and negotiation skills.	A/I
	E	Able to demonstrate problem solving skills	A/I
	E	Understand the problems experienced by young children, especially those in crisis	A/I
	E	Able to work alone under own initiative	A/I
	E	Able to work as a team member	A/I
	E	Able to demonstrate a commitment to multi-partnership work	A/I
	E	Able to deal with stressful situations in a physically and emotionally demanding job	A/I
	E	Able to organise workload and appointments	A/I
	E	A high standard of literacy with the ability to produce clear concise written reports and convey information accurately	A/I
	E	Good administrative and record-keeping skills	A/I
E	Good standard of computer and word processing skills.	A/I	



Post Requirements	Essential/ Desirable	Criteria	Assessed from:
<b>Knowledge relevant to job</b>	E	Demonstrate an understanding of the need to work within a statutory framework	A/I
	E	Prepared to appear in Court and able to command the confidence of the court	A/I
	E	Able to be based at designated schools within the borough	A/I
<b>Education</b>	D	Higher Education	A
	D	Relevant professional qualification	A
<b>Training</b>	E	Able to accept and understand the need for training and supervision	A/I
<b>Special job requirements</b>	E	Able to undertake occasional evening work after consultation with the <b>Education Welfare Team Manager</b>	A/I
	E	Possession of a full, clean driving licence and access to daily use of a vehicle	A/I
			A/I
<b>Commitment to council's Aims and Values</b>	E	Demonstrate an understanding of and commitment to equal opportunities, anti-discriminatory practice and the need to work non-judgmentally.	A/I
	<b>Key:</b> E = Essential D = Desirable		<b>Key:</b> A= Application Form I = Interview T = Test

## How to apply and key dates

**Closing date for applications:** Midnight 14<sup>th</sup> July 2022  
**Interviews will be held on:** 22<sup>nd</sup> July 2022

### Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs).

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

### Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

To apply for this post, please visit [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs). If you need assistance, please email HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting job reference **BELS/xxx**.

### Further Information

Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (020) 7527 2875.

It is important that you complete ALL sections of the application form.

### Next Steps

If you are selected for interview, we will contact you by email and/or text message.

